



Charles County Government
DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT ANNOUNCEMENT

Administrative Support Specialist

Department of Human Resources

There are **two** part-time positions open within the Department of Human Resources.

The first part-time position is to assist with benefit programs including health insurance and pension reconciliation. This involves extensive analysis and comparison of invoices and reports. Additional duties involve administrative tasks including filing and scanning correspondence, receptionist duties, and special projects. Must have excellent computer skills, especially in Microsoft Excel. The successful candidate must have experience analyzing data, and prior customer service experience in an office setting. Schedule is Tuesday – Friday, 8:00 a.m. – 3:00 p.m.

The second part-time position is to assist with recruitment and training programs including scheduling interviews, conducting reference checks and data entry. Additional duties involve administrative tasks including filing and scanning correspondence, receptionist duties, and special projects. Must have excellent time management, customer service and computer skills. Must be successful in handling multiple projects with tight deadlines and timeframes. Schedule is Monday – Thursday, 9:30 a.m. – 4:30 p.m.

Human Resources background preferred for both positions. 24 hours per week, no benefits. **Salary:** Up to \$14.00 per hour. **Closing date:** October 3, 2014

Applicants must submit a completed Charles County Government employment application by the closing date to be considered for this position. Applicants are encouraged to apply online at www.charlescountymd.gov or employment applications are available at the Charles County Government Building in the Department of Human Resources, La Plata, MD, at local libraries, and the Maryland Department of Labor, Licensing and Regulation in Waldorf, MD. Submit application to the Human Resources Department, Charles County Government Building, P.O. Box 2150, La Plata, MD 20646 by the specified closing date. Applicants with special needs, please contact the Human Resources Department voice phone number 301-645-0585 or MD Relay Service TDD #711.

Equal Opportunity Employer
We Value Diversity

Your Charles County Government Connection...

Recruitment • Benefits • Training

P.O. Box 2150 • 200 Baltimore Street • La Plata, MD 20646 • 301-645-0585 • 301-870-2681

Fax: 301-645-0586 • Job Hotline: 301-645-0600 • E-Mail: DHR@CharlesCounty.org

Maryland Relay Service: 711 • Relay Service TDD: 1-800-735-2258 • Equal Opportunity County

Visit us online at www.CharlesCountyMD.gov



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